	ARIZONA DEPARTMENT OF CORRECTIONS INMATE NOTIFICATION	Notification Number: 29 - 10
		Issue Date: December 9, 2010

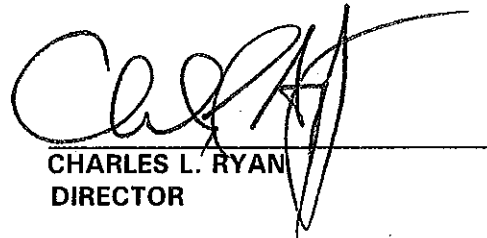
POSTING NOTIFICATION

This information is to be posted for a **minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

TO ALL INMATES

Department Order 909, Inmate Property – Attachment A has been revised and will be effective 30 days from the issue date of this Inmate Notification. The significant revisions include:

- Authorizing Phase III – Death Row inmates to have French Vanilla Cappuccino, Tea, and Immersion Heaters.
- Removing the authorization for Previous Level 1 Units to have lighters (plastics; disposable; clear view). (Attachment A)



CHARLES L. RYAN
DIRECTOR



ARIZONA
DEPARTMENT
OF
CORRECTIONS

DEPARTMENT ORDER MANUAL

CHAPTER: 900

INMATE PROGRAMS
AND SERVICES

OPR:

OPS

DEPARTMENT ORDER: 909

INMATE PROPERTY

SUPERSEDES:

See Attachment H

EFFECTIVE DATE:

APRIL 21, 2008

REPLACEMENT PAGE
REVISION DATE:

JANUARY 9, 2011

TABLE OF CONTENTS

PURPOSE		
PROCEDURES		PAGE
909.01	PROPERTY - GENERAL	1
909.02	PROPERTY RESTRICTIONS	1
909.03	STATE-ISSUED CLOTHING	3
909.04	PROPERTY INVENTORY	4
909.05	TRANSFER AND INVENTORY OF INMATE PROPERTY	6
909.06	PROPERTY CONTROL	9
909.07	CONTRABAND SEIZURE AND DISPOSITION.....	10
909.08	INVESTIGATIONS.....	17
909.09	PROPERTY CLAIMS	17
909.10	PROPERTY FILES.....	19
IMPLEMENTATION		20
DEFINITIONS		21
AUTHORITY		24
ATTACHMENTS		

PURPOSE

This Department Order establishes the controls for personal property belonging to inmates. Inmates are authorized to have in their possession personal property items that do not threaten institutional order, safety, or security.

PROCEDURES

909.01 PROPERTY - GENERAL

- 1.1 All inmates shall be authorized to possess property items as outlined in this Department Order and the Inmate Store/Property List. (See Attachment A and Department Order #809, Earned Incentive Program.) Inmate property shall be accurately inventoried, stored and safeguarded.
- 1.2 Wardens may determine that there are safety and security considerations that require a property item to be restricted and may impose a temporary 60-day exception, pending review by the appropriate Regional Operations Director.
 - 1.2.1 The Regional Operations Director shall uphold the exception and recommend to the Division Director of Offender Operations that the Store/Property List be modified, or direct the Warden to rescind the exception. If the exception is rescinded, no further action is required.
 - 1.2.2 If the recommendation is to modify the list, the Division Director shall forward the recommendation to the Director for final approval or denial. Only the Director can modify Attachment A of the Department Order.
- 1.3 Inmates eligible through the Earned Incentive Program (EIP), as outlined in Department Order #809, are authorized to participate in the AZ Securepak Program. The program shall be conducted quarterly and only inmates at Phase III are authorized participants as follow:
 - 1.3.1 Are eligible to spend an additional \$100.00 each quarter that the program is conducted.
 - 1.3.2 The approved vendor will publish a quarterly schedule, which shall be made available to inmates at least one month prior to the order period. Quarters are consistent with ADC's fiscal year calendar and will coincide with full implementation of EIP.
 - 1.3.3 Inmates may purchase a Securepak for themselves and/or receive a Securepak from a family member. Products in a Securepak sent to inmates must come directly from the vendor and must comply with the requirements for allowable and authorized property.
 - 1.3.4 Inmates in Maximum and Close custody are not authorized to purchase food products that require heating or warming to be consumed. Maximum and Close custody food products in Securepak are to be readily consumable from the original container or package.
- 1.4 Inmates shall be authorized to possess religious property consistent with the practices of the inmate's chosen religion. Religious property shall be approved and maintained as outlined in Department Order #904, Inmate Religious Activities/Marriage Requests.

909.02 PROPERTY RESTRICTIONS

- 1.1 Inmates shall not possess any property item in excess of the total amount allowed. All property items, in the inmate's possession and in storage, shall equal the total amount of property allowed.

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A
EFFECTIVE DATE: JANUARY 9, 2011

ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase			Flm Bkr	CDU DET
	I	II	III	I	II	III	I	II	III	I	II	III		
Artificial Sweetener	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bread white & wheat	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bagels	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tortillas	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candy, Bagged	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candy, Bagged - SUGAR FREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Candy Bars	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nutrition/Granola Bars	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Chips	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Popcorn - pre-popped	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cocoa Mix, Instant (Regular and Kosher-No Sugar Added)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Coffee, National Brand (Excluded from Minors Unit)	X	X	X	X	X	X	X	X	X	X	X	X	0	X
Coffee - Instant (Regular, Decaffeinated) (Excluded from Minors Unit)	X	X	X	X	X	X	X	X	X	X	X	X	0	X
Creamer (Non-dairy) (packets only)	X	X	X	X	X	X	X	X	X	0	0	0	0	0
Cookies	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cookies (Sugar Free)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Crackers (Regular and Kosher)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cupcakes/Donuts	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Soup, cup-of-soup style	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Ice	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ice Cream Bar	X	X	X	X	X	X	X	X	X	0	0	0	0	X
Bottled Water (Plastic bottle only)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Soda (Plastic bottle only) Regular and Diet	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Powder Drink Mix - SUGAR FREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Grape Drink (Kosher)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Milk, powdered	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Peanut Butter (Smooth & Chunky)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Peanut Butter (individual packets)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Squeeze Cheese	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jalapenos	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mayonnaise Packets (12 Pack Strip)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Picante Sauce (Hot & Regular)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Powdered Drink	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Instant Breakfast - SUGAR FREE	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tuna, Soft (Packaged in water only for Max Custody and CDU/No oil)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Summer Sausage	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Beans-in-a-bag	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Beef Stew	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Roast Beef, soft package/pouch	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Chicken, soft package/pouch	X	X	X	X	X	X	X	X	X	X	X	X	X	X
French Vanilla Cappuccino (Authorized for Phase III - Death Row)	X	X	X	X	X	X	X	X	X	0	0	0	0	0

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A

ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase			Fin Bkr	CDU DET
	I	II	III	I	II	III	I	II	III	I	II	III		
Regular Oatmeal – Kosher	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Toaster Pastries	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Peanuts/Nut varieties (no shells)	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Trail Mix, yogurt	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Vanilla Wafers	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Hot Sauce (Louisiana)	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Jumbo Pickle (mild)	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Beef & cheese Stick	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Beans and rice	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Filets of Mackerel (Packaged in water only for Max Custody and CDU/No oil)	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Salmon flakes	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Sardines (Packaged in water only for Max Custody and CDU/No oil)	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Tea (IS A KOSHER PRODUCT) (Authorized for Phase III - Death Row)	X	X	X	X	X	X	X	X	X	0	0	0	0	0
Wheat Thins	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Matzoh	X	X	X	X	X	X	X	X	X	X	X	X	0	0
Yogurt	X	X	X	X	X	X	X	X	X	X	X	X	0	0
TOBACCO PRODUCTS/ACCESSORIES (Not sold to Minors)														
Cigarettes	10	10	10	10	10	10	7	7	7	0	0	0	0	0
Chewing Tobacco	7	7	7	7	7	7	5	5	5	0	0	0	0	0
Tobacco - rolling loose with rolling papers	24	24	24	24	24	24	12	12	12	0	0	0	0	0
Roller Kit (plastic)	1	1	1	1	1	1	1	1	1	0	0	0	0	0
OVER THE COUNTER MEDICATIONS (Excluded from Minors Unit)														
Digestive Aids														
Chewable antacid tablets - magnesium hydroxide	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Chewable antacid tablets - calcium supplement	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Liquid antacid	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Kaolin Pectin anti-diarrhea	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Pepcid	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Magnesium Hydroxide (digestive aid like Milk of Magnesia)	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Unflavored laxative tablets	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Psyllium Mycelioid Resin	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Imodium	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Beano	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Cimetidine tablets 200 mg	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Cough, Cold, Allergy Medications														
Chlorpheniramine tablets 4mg	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Loradine Allergy	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Saline nasal spray	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Guafenesin Non-alcohol formula cough syrup	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Dextromethorphan cough suppressant lozenges	2	2	2	2	2	2	2	2	2	2	2	2	0	2
Sore throat lozenges – benzocaine	2	2	2	2	2	2	2	2	2	2	2	2	0	0

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A														
ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase				
	I	II	III	I	II	III	I	II	III	I	II	III	Flm Bkr	CDU DET
<i>Pain and Fever Relievers</i>														
Acetaminophen tablets 325 mg		2	2	2	2	2		2	2	2	2	2	0	2
Ibuprofen Tablets 200 mg		2	2	2	2	2		2	2	2	2	2	0	2
Aspirin 325 mg		2	2	2	2	2		2	2	2	2	2	0	2
<i>Skin Creams, Ointments, Cleansers</i>														
Hydrocortisone 0.5% cream		2	2	2	2	2		2	2	2	2	2	0	2
Triple Antibiotic Ointment		2	2	2	2	2		2	2	2	2	2	0	2
Tolnaftate 1% antifungal cream		2	2	2	2	2		2	2	2	2	2	0	2
Analgesic Greaseless Balm		2	2	2	2	2		2	2	2	2	2	0	2
Benzoyl Peroxide Acne Ointment		2	2	2	2	2		2	2	2	2	2	0	2
Benzoyl Peroxide Acne Soap		2	2	2	2	2		2	2	2	2	2	0	2
Hemorrhoid Ointment		2	2	2	2	2		2	2	2	2	2	0	2
Antiseptic Hemorrhoid Cleaning Pads		2	2	2	2	2		2	2	2	2	2	0	2
Skin Lotion (including hype-allergenic)		2	2	2	2	2		2	2	2	2	2	2	2
Face Moisturizer with SPF		2	2	2	2	2		2	2	2	2	2	2	2
Insect Repellent		2	2	2	2	2		2	2	2	0	0	0	0
Sun Block (Minimum of SPF 30)		2	2	2	2	2		2	2	2	2	2	2	2
<i>Vitamins</i>														
Adult Multi-Vitamin Tablets		2	2	2	2	2		2	2	2	2	2	0	2
Adult Multi-Vitamin with iron		2	2	2	2	2		2	2	2	2	2	0	2
Vitamin C (500 mg)		2	2	2	2	2		2	2	2	2	2	0	2
Vitamin E (400 iu)		2	2	2	2	2		2	2	2	2	2	0	2
PERSONAL CARE PRODUCTS														
Antifungal Medicated Foot Powder		2	2	2	2	2		2	2	2	2	2	2	2
Clipper, Nail - Finger Size (No file)		1	1	1	1	1		1	1	1	0	0	0	0
Cotton Swabs		2	2	2	2	2		2	2	2	2	2	0	2
Band Aids		1	1	1	1	1		1	1	1	1	1	0	1
Depends		2	2	2	2	2		2	2	2	2	2	0	2
Dental Flosser Pick		1	1	1	1	1		1	1	1	1	1	0	1
Floss Loops - Dental Floss		1	1	1	1	1		1	1	1	0	0	0	0
Plaque Remover (wooden)		1	1	1	1	1		1	1	1	1	1	0	1
Denture Cleaner Tablets		2	2	2	2	2		2	2	2	2	2	2	2
Denture Adhesive Pads Upper Pad/Lower Pad		1	1	1	1	1		1	1	1	1	1	1	1
Denture Adhesive Cream/Paste		2	2	2	2	2		2	2	2	2	2	2	2
Denture/Nail Brush (max 3 1/2", Oval plastic grip - no handle)		1	1	1	1	1		1	1	1	1	1	0	1
Denture Cup with bath		1	1	1	1	1		1	1	1	1	1	1	1
Deodorant/Anti-perspirant (Up to 2 varieties)		2	2	2	2	2		2	2	2	2	2	2	2
Lip Balm/Ointment		2	2	2	2	2		2	2	2	2	2	2	2
Soap - Bar (moisturizing; hypoallergenic; anti-bacterial)		2	2	2	2	2		2	2	2	2	2	1	2
Tissue, Bathroom (1 Assumes a 4 roll pack if sold individually inmate may purchase 4) 2 ply		1	1	1	1	1		1	1	1	1	1	1	1
Tissue, Facial (Kleenex or equivalent)		4	4	4	4	4		4	4	4	4	0	0	0
Toothbrush (security)		1	1	1	1	1		1	1	1	1	1	1	1

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A																
ITEM	Minimum by Phase									Medium by Phase						
	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III	
Toothpaste (Up to 3 varieties) clear container (tube)	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	
Non-Alcohol Formula Mouth Wash	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<i>Contact Lens Cleaning Solutions</i>																
Soft Lens Multi Solution	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Daily Cleaner	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Hard Lens Conditioning Solution	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Cleaning Solution	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Rewetting Drops	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Lens Storage/Carrying Case used for hard and soft lenses	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Eye Drops - Lubricating (Dry eyes)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<i>Shaving Products</i>																
After Shave Lotion - non-alcohol	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Shaving Cream, lathering	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Razor - Disposable Twin Blade	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Shaving Cream, Brushless - Regular (tube)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Shave, Bump Stopper Plus (non-alcohol); gel	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<i>Hair Care Products</i>																
Combs up to 5" pocket	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hair Pick (small)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Conditioner (3varieties-Small) one name brand	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Conditioner (3varieties-Large) one name brand	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Palm brush (small plastic)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hair Dressing/Grease 3 varieties	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Ponytailers (No metal, black only)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Shampoo (Regular, Dandruff, Moisturizing -Small)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Shampoo (Regular, Dandruff, Moisturizing -Large)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Curl Gel Activator	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Curl Gel Moisturizer	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Curl Gel Pomade	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Finishing Mist	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Conditioning Relaxer (no lye, non-caustic)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Laundry Detergent (Not to be sold in units with Centralized laundry service)	6	6	6	4	4	4	4	4	4	4	4	4	0	0	0	0
FEMALE CARE PRODUCTS (Female inmates only)																
Emery Boards	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0
Sanitary Napkins (2 sizes)	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	0
Panty Liners	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	0
Tampons (2 sizes; unscented)	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	0
Blush (Up to 4 shades) no mirrors	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Deodorant/Anti-perspirant female brand	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Eye Shadow - Multi color pack	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Brow/Liner pencil (up to 3 shades)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Face Powder (up to 4 shades) no mirrors	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A													
ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase			
	I	II	III	I	II	III	I	II	III	I	II	III	Fim Bkr
													CDU DET
Lipstick (up to 4 colors)	2	2	2	1	1	1	1	1	1	0	0	0	0
Liquid foundation (up to 4 shades) plastic container	2	2	2	1	1	1	1	1	1	0	0	0	0
Mascara (up to 2 colors)	2	2	2	1	1	1	1	1	1	0	0	0	0
Makeup applicator	1	1	1	1	1	1	1	1	1	0	0	0	0
Barrettes (plastic)	4	4	4	4	4	4	2	2	2	2	2	2	0
Hair Comb "9"	1	1	1	1	1	1	1	1	1	1	1	1	0
Vent Hair Brush (medium)	1	1	1	1	1	1	0	0	0	0	0	0	0
Shaving cream (tube)	1	1	1	1	1	1	1	1	1	1	1	1	0
Vaginal Cream-Clotrimazole, yeast infection cream	1	1	1	1	1	1	1	1	1	1	1	1	0
Pamprin	1	1	1	1	1	1	1	1	1	1	1	1	0
Sponge Rollers (med. & large)	12	12	12	12	12	12	12	12	12	12	12	12	2
STATIONARY SUPPLIES													
Address Book	1	1	1	1	1	1	1	1	1	1	1	1	1
Brief cover-no metal clasps	1	1	1	1	1	1	1	1	1	1	1	1	1
Dictionary	1	1	1	1	1	1	1	1	1	1	1	1	1
Envelopes-Letter pre-printed	20	20	20	20	20	20	20	20	20	20	20	20	20
Envelopes-Manila 10x13 pre-printed	6	6	6	6	6	6	6	6	6	6	6	6	6
File Folders-letter; no metal clasps	3	3	3	3	3	3	3	3	3	3	3	3	3
File Folders-legal; no metal clasps	1	1	1	1	1	1	1	1	1	1	1	1	1
Greeting cards	10	10	10	10	10	10	10	10	10	10	10	10	10
Pencil sharpener - single blade	1	1	1	1	1	1	0	0	0	0	0	0	0
Pencils-#2 Golf style or flexible	3	3	3	3	3	3	3	3	3	3	3	3	0
Pens-Medium Black only (clear plastic)	3	3	3	3	3	3	3	3	3	0	0	0	0
Pens-Fillers clear plastic only or approved Flex style	0	0	0	0	0	0	0	0	0	1	1	1	1
Pencil Eraser	1	1	1	1	1	1	1	1	1	1	1	1	1
Writing Pad - white 8 1/2 x 11 no metal binding; 29 lines	2	2	2	2	2	2	2	2	2	2	2	2	2
Pushpins	1	1	1	1	1	1	1	1	1	0	0	0	0
Postcards - pre posted	10	10	10	10	10	10	10	10	10	10	10	10	10
Stamps-Postage; current rates and weight denominations	20	20	20	20	20	20	20	20	20	20	20	20	20
Storage Boxes-Legal (15 x 12 x 10) PER ADC POLICY	4	4	4	4	4	4	4	4	4	4	4	4	4
Calendar 12 x 12 or 8 1/2 x 11; no metal binding	1	1	1	1	1	1	1	1	1	1	1	1	1
Photo Album - Up to 12 x 14; 1" thick; no metal binding	1	1	1	1	1	1	1	1	1	1	1	1	1
APPLIANCES/ACCESSORIES (PER ADC SPECS)													
Adapter - clear view (mono/stereo for headphones & earbuds)	1	1	1	1	1	1	1	1	1	1	1	1	1
Alarm Clock	1	1	1	1	1	1	0	0	0	0	0	0	0
Batteries - As needed for each inmate appliance	1	1	1	1	1	1	0	0	0	0	0	0	0
Calculator solar power only; no battery	1	1	1	1	1	1	1	1	1	1	1	1	1
Compact Disc Player - clear view plastic	1	1	1	1	1	1	1	1	1	0	0	0	0
Compact Disc Adapter	1	1	1	1	1	1	1	1	1	0	0	0	0
Coaxial Cable up to 8 ft (Except SMU I)	1	1	1	1	1	1	1	1	1	1	1	1	1
Coxial Cable 12 ft (SMU I only)	0	0	0	0	0	0	0	0	0	1	1	1	0
Desk Lamp Electric only; clear view; per ADC specs	1	1	1	1	1	1	1	1	1	1	1	1	0

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A																
ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase			Fim Bkr	CDU DET		
Desk Lamp Bulb replacement (30 or 40 watt as required)	I	II	III	I	II	III	I	II	III	I	II	III				
	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00				
Fan - clear view; electric only; not battery; 8"	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	
Extension Cord up to 9 ft (Except SMU I)	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	
Extension Cord up to 12 ft (SMU I only)	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	
Head-phones/Replacement Pads (no metal; max 8' cord)	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	
Earbuds 6' in length extension (SMUs only)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Immerision Heater (Authorized for Phase III - Death Row)	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	
Shaver-Electric only	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	
Electric shaver replacement heads	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
TV set; up to -13" color; clear view; no remote; no ant	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
AM/FM Radio/cassette Player; Battery or electric; clear view	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1
AM/FM radio/cassette Adapter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Games																
Cards - Poker	1	1	1	1	1	1	1	1	1	1	1	1				
Pinochle	2	2	2	2	2	2	2	2	2	2	2	2	1	1	0	
Checkers/Chess - Combo set with Board	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	
Dominos Set	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0
ARTS AND CRAFT (must be on approved list to order)																
Pencils, colored	24	24	24	24	24	24	24	24	24	24	24	24	0	24	24	0
Scissors, all plastic up to 6"	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Ruler, 12 in., maximum, flexible plastic	1	1	1	1	1	1	1	1	1	1	1	1	0	1	0	0
Eraser, non-pliable	2	2	2	2	2	2	2	2	2	2	2	2	0	2	0	0
Painting/Art																
Paint Brushes (generic - for water color use)	0	1	1	0	1	1	0	1	1	0	0	1	0	0	0	0
Artist paint brushes (Acrylic use)	0	5	5	0	5	5	0	5	5	0	0	5	0	0	0	0
Water color set (maximum of 36 colors and 3 brushes)	0	1	1	0	1	1	0	1	1	0	0	1	0	0	0	0
Water color tablet (12" x 16", max of 15 sheets, no metal binding)	0	1	1	0	1	1	0	1	1	0	0	1	0	0	0	0
Acrylic paint, 2 oz., plastic bottle (5 primary colors)	0	5	5	0	5	5	0	5	5	0	0	5	0	0	0	0
Greeting Cards																
Markers, felt tip, water based only	0	24	24	0	24	24	0	24	24	0	24	24	0	0	0	0
Construction paper, sheet (various colors)	0	20	20	0	20	20	0	20	20	0	20	20	0	0	0	0
Drawing																
Markers, felt tip, water based only (various colors)	24	24	24	24	24	24	24	24	24	24	24	24	0	0	0	0
Drawing tablet (9 x 12; no metal)	1	1	1	1	1	1	1	1	1	1	1	1	0	1	0	0
Origami/Paper Craft																
Construction paper, sheet	100	100	100	100	100	100	100	100	100	100	100	100	0	50	50	0
Plastic Models																
Model, maximum 15" x 15" (assemble by snap together pieces)	0	1	1	0	1	1	0	1	1	0	0	0	0	0	0	0
Paint Kit, 12 color cups, 2 brushes; mixing tray (non-toxic acrylic)	0	1	1	0	1	1	0	1	1	0	0	0	0	0	0	0
Puzzles																
Jigsaw only 24" x 24" Max, flat only, no 3D	0	2	2	0	2	2	0	2	2	0	2	2	0	0	0	0

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A													
ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase			
	I	II	III	I	II	III	I	II	III	I	II	III	Fim Bkr
MISCELLANEOUS ITEMS													
Bowl - plastic, no lids	1	1	1	1	1	1	1	1	1	1	1	1	0
Spork - teaspoon size, max 6" length, white	1	1	1	1	1	1	1	1	1	1	1	1	0
Mirror - 6" Plastic	1	1	1	1	1	1	1	1	1	0	0	0	0
Reading Glasses - (plastic frame) various strength	1	1	1	1	1	1	1	1	1	1	1	1	1
Sunglasses - plastic; non-reflective; value not to exceed \$10.00	1	1	1	1	1	1	1	1	1	0	0	0	0
Ice chest - No Handles	1	1	1	1	1	1	1	1	1	1	1	1	1
Padlock - Master Key Statewide-Override	1	1	1	1	1	1	1	1	1	0	0	0	0
Soap Dish - Clear Plastic	1	1	1	1	1	1	1	1	1	1	1	1	1
Tumbler - Plastic, no lids	1	1	1	1	1	1	1	1	1	1	1	1	1
Wristwatch - not to exceed \$25.00; time display and alarm	1	1	1	1	1	1	1	1	1	1	1	1	1
Wristwatch battery (male and female)	1	1	1	1	1	1	1	1	1	1	1	1	1
Insoles	2	2	2	2	2	2	2	2	2	2	2	2	0
Arch Supports	2	2	2	2	2	2	2	2	2	0	0	0	0
Heel cup - Rubber	2	2	2	2	2	2	2	2	2	2	2	2	0
CLOTHING ITEMS (Maximum limit listed; combination of state issued and store bought; there is no minimum state issue)													
ID Clips metal	1	1	1	1	1	1	0	0	0	0	0	0	0
ID Clips plastic	0	0	0	0	0	0	1	1	1	1	1	1	0
Shoes													
Athletic/Tennis shoes Men's & Women's sizes - white only (3 styles high top, low quarter, Velcro); current stock or name brand replacement *can only have 2 if they do not have any deck shoes or work boots	2	2	2	2	2	2	2	2	2	2	2	2	2
Shoelaces - white only	2	2	2	2	2	2	2	2	2	2	2	2	0
Shoelaces - Personal Boots	2	2	2	2	2	2	2	2	2	2	2	2	0
Heavy Duty Work Boots, men's and women's sizes	1	1	1	1	1	1	1	1	1	0	0	0	0
Shower Shoes	1	1	1	1	1	1	1	1	1	1	1	1	0
Deck Shoes (As necessary or required)	1	1	1	1	1	1	1	1	1	1	1	1	0
Safety Shoes (As necessary or required)	1	1	1	1	1	1	1	1	1	0	0	0	0
Male/Female (orange unless indicated)													
Athletic Shorts	2	2	2	2	2	2	2	2	2	2	2	2	0
T-shirts	7	7	7	7	7	7	7	7	7	7	7	7	0
Long Sleeve T-shirts	3	3	3	3	3	3	3	3	3	3	3	3	0
Shirt (outer) pullover	5	5	5	5	5	5	5	5	5	0	0	0	0
Pants	5	5	5	5	5	5	5	5	5	3	3	3	0
Jumpsuits	0	0	0	0	0	0	0	0	0	3	3	3	3
Headwear (baseball cap)	1	1	1	1	1	1	1	1	1	0	0	0	0
Jacket (per institutional policy)	1	1	1	1	1	1	1	1	1	0	0	0	0
Socks (white)	7	7	7	7	7	7	7	7	7	7	7	7	7
Sweatshirts	2	2	2	2	2	2	2	2	2	2	2	2	1

INMATE STORE / PROPERTY LIST - DO 909 ATTACHMENT A																
ITEM	Minimum by Phase			Medium by Phase			Close by Phase			Maximum by Phase						
	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III	Film Bkr
Sweatpants	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	CDU DET
Thermal underwear (as necessary or required)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1
Stocking cap (as necessary or required)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0
Straw Hat (as necessary or required)	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
<i>Female Only</i>	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Panties (white)	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Bra (white)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Pajamas (available color)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Robe (available color)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Sports Bra (white)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
<i>Male Only</i>																
Belt (as needed)	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Boxer shorts (white)	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
NON STORE ITEMS																
Contact Lens	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ring - Wedding band only; value not to exceed \$150.00; Female inmate engagement ring.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
wedding band set counts as one ring																
Eye-glasses - All plastic frame	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Personal Photos	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
Books - Personal; library/state issue do not count against limit; Max custody and CDU soft cover only	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Newspaper - Not more than 10 days out of date	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Magazines/Periodicals/Catalogs	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Cassette Tapes - Mail Order Only; clear view plastic container or a cardboard container; must be factory sealed in original wrapping or packaging.	20	20	20	20	20	20	20	20	20	20	20	20	10	10	10	5
Compact Discs - Mail Order Only; clear view plastic container or a cardboard container; must be factory sealed in original wrapping or packaging.	20	20	20	20	20	20	20	20	20	15	15	15	0	0	0	0
NOTE: The possession limit for cassette tapes and compact discs is a combined limit; the total amount of tapes and/or CD's may not exceed 20; An inmate may not have 20/15/10/5 of each																
Substance Abuse Coordinator Approved - Alcoholics anonymous Medallion	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Typewriter Paper - Special order, for inmate possessing a typewriter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
LINENS - NO MAXIMUM CUSTODY PURCHASES																
Washcloths	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0
Towels	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0
Blankets	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0
Pillow case	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Bed sheet	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0
Laundry/clothing bag	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0